



SOCIAL ACADEMIC FUNCTION FORM

Today's Date: ___/___/___ Date of Event: ___/___/___/

Club Sponsoring the Event: _____

AAC Representative: _____

Name of Event: _____

Event Contact Person: _____
(Must be a student)

Phone: _____

E-mail: _____

Who should the check be made out to? _____

Expected Attendance: _____ Total Cost of Event: \$ _____

Amount Requesting: \$ _____

Is there an admission charge? _____ If so, how much would it be before AAC funding? \$ _____
After? \$ _____

How is the remainder of your event being funded?

List any other allocations the AAC has made to your organization this year:

Who will be present at the AAC meeting to present this reading?

Name: _____

Phone: _____

E-mail: _____

I verify that this request for money has been brought before the Academic Affairs Committee by the club indicated on this form, and that this organization is asking for the funds listed on this form.

(Signature of the Academic organization president)

*The person requesting money or a designated person named on this form must be present to speak at the AAC meeting. If this condition is not met, the AAC Representatives will either table or fail the reading. The reading cannot be passed.

PART A: BREAKDOWN OF ANTICIPATED TOTAL COSTS

Please list all expenses anticipated for the event including travel, food, supplies, advertising fees, speaker fees etc.

For the use of AAC only
Received: _____

Reading Number: _____

Approved to the Agenda: _____

For the use of AAC only

PART A. TOTAL COSTS (as totaled from above) \$ _____

PART B: PERCENTAGE LIMIT ON FUNDING

AAC may allocate no more than a certain percentage of the total function costs. This percentage is determined by the total cost of the function as determined in Part A and by using the chart below.

\$0-\$199.99	80%
\$200.00-\$499.99	70%
Above \$500.00	60%

$$\frac{\text{TOTAL COSTS (from Part A)}}{\text{TOTAL COSTS (from Part A)}} \times \text{\% above} = \frac{\text{TOTAL PART B LIMITED EXPENSES (maximum amount)}}{\text{TOTAL COSTS (from Part A)}}$$

| *AAC may not allocate more than \$1000 for a single social academic function.

AAC may allocate no more than a certain percentage of the total function costs. Please use the chart in part B to determine your cap on funding.

Final request amount: \$ _____

Please attach a brief typed rationale describing how the activity for which you are requesting funding will "enhance the educational environment of the College," and why AAC should fund the activity.

Writing a rationale gives your organization the opportunity to make the best possible case for its funding request; therefore, it is a good idea to include as much information as possible in the rationale. Please provide a description, other sources of funding for the activity, the amount of money your organization currently has, and where it is deposited, the number of students that attended or are expected to attend this event and their major, and any other allocations AAC has made to your organization this year. A copy of your organizations advertisement and publicity for the event (that includes the SA and AAC logos) must be included when submitting any forms. All events funded in full or in part by AAC must be open to all students.

Contact your AAC representative or Chairperson of AAC, (saac@geneseo.edu) if you have additional questions, or concerns.